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10 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report  
6 - 10 April 1970

A. MANAGEMENT TRAINING

1. MEDC

Following up the DTR's suggestion last week that the MEDC Staff meet informally with senior DDP officials to discuss the weaknesses of the CS portion of the last Midcareer Course, [REDACTED] met on 7 April with [REDACTED] and [REDACTED] in the former's office. On 8 April [REDACTED] accompanied the DDTR and Messrs. [REDACTED] to a half-hour meeting with Mr. Karamessines.

Final scheduling of the CS portion of the next Midcareer Course is to be worked out jointly with Mr. [REDACTED] Mr. Karamessines agreed to be the final speaker in the CS portion of the next MEDC and [REDACTED] will give the introduction to the CS bloc. Mr. Karamessines also identified ten additional CS officers who can be called upon to participate as needed.

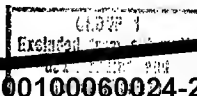
The Grid pre-work for MEDC #24, 3 - 8 May, has been sent to the registrants.

B. ADMINISTRATIVE TRAINING

1. GENERAL

Prior arrangements were made with the training officer of AF Division for three women to be given tutorial training by [REDACTED] during this week. None of the women appeared as scheduled Monday morning. The training

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SUBJ: Support School Weekly Report, Continued  
6 - 10 April 1970

officer AF Division was contacted. He apologized and stated that each of the women were momentarily involved in some other facet of processing. Unfortunately, this was not the first confusion of this kind that we have encountered in scheduling tutorials - In the future we will require written memorandums from customers requesting tutorial training.

Approximately five hours will be expended this week on Component Training business.

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[REDACTED] from the Office of Finance visited the Support School to talk about the possibility of his succeeding [REDACTED] when the latter is reassigned to [REDACTED] has been assigned to duties in support of [REDACTED] operations at [REDACTED] for the past five years.

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DC/SUS - AT will be the OTR representative at an exploratory and planning meeting for members of all Agency Directorates on the subject of Computer Science and related subjects training for FY 71. The meeting has been convened and will be chaired by [REDACTED] Chief of the Training Staff, Office of Computer Services.

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A component training course sponsored by ORD/DDS&T commenced on last Friday, 3 April 1970. It was entitled the Engineering Systems Analysis Course and will run on the last Friday of each month for one year. The DC/SUS-AT was present at the opening day and was most gratified to hear the ORD Administrator observe that "it is fitting and appropriate that an OTR representative be present today because this course is jointly planned and mounted by OTR/ORD and represents the type of joint venture that will recur frequently in training programs in the 1970s!" The DC/SUS - AT, in his capacity as monitor of all component training in the DDS&T, has been invited to attend periodic student consultation and feedback sessions arranged as part of the course design.

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SUBJ: Support School Weekly Report, Continued  
6 - 10 April 1970

2. CLERICAL TRAINING

Negotiations are underway between Clerical Training Staff and the Training Office NPIC to schedule a series of typing classes, to include pre-testing for approximately 15 students, [REDACTED] during the month of April and May. (Once plans are completed a memo will be forwarded to Chief of Support School). Clerical Training will lend typewriters and typing tables to NPIC for this training course to assure proper quality machines and standardized table height and work space. *over last week*

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[REDACTED]  
Chief, Support School  
Office of Training

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